

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE POLICY DIRECTIVE 16-4

1 JULY 2014



Operations Support

**ACCOUNTING FOR
UNITS, INSTALLATIONS,
AND AEROSPACE VEHICLES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air Force Policy Directive (AFDP) establishes Air Force policy for the accounting of units, installations, and military aerospace vehicles to include the naming of military aerospace vehicles. This directive implements policies in DoD Directive 4120.15E, *Designating and Naming Military Aerospace Vehicles*, and DoD 4160.21-M, *Defense Materiel Disposition Manual*. It applies to all Air Force personnel, including Air National Guard and Air Force Reserve, who review, validate, approve, and manage the accounting of units, installations, and military aerospace vehicles and the naming of military aerospace vehicles. Refer recommended changes and questions about this publication to the office of primary responsibility using the Air Force Form 847, *Recommendation for Change of Publication*. Route Air Force Form 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This directive has been substantially revised. Major revisions include an update of office symbols to reflect current HQ Air Force organization, a format change to comply with current publications management guidelines, an update to the publication roles and responsibilities section, and elimination of the metrics used to measure compliance with this policy.

1. Policy. It is Air Force policy to:

- 1.1. As the DoD Executive Agent, designate and name military aerospace vehicles according to established guidelines and standard conventions by assigning mission design series (MDS) designations.
- 1.2. Maintain an accurate accounting of current installations, units, and military aerospace vehicles.
- 1.3. Distribute and dispose of excess aircraft according to established guidelines.

2. Roles and Responsibilities.

2.1. The Deputy Chief of Staff, Strategic Plans and Programs (AF/A8):

- 2.1.1. Coordinates with other DoD Components and publishes an Air Force Instruction (AFI) with Joint applicability governing the designating and naming functions for military aerospace vehicles in accordance with DoD Directive 4120.15E, *Designating and Naming Military Aerospace Vehicles*.
- 2.1.2. Assigns MDS designators to all military aerospace vehicles, coordinates the assignment of popular names to all aerospace vehicles to include establishing guidance to the same, and publishes and updates a list of approved MDS designators and names for military aerospace vehicles in a single DoD-wide source document in accordance with DoD Directive 4120.15E, *Designating and Naming Military Aerospace Vehicles*.
- 2.1.3. Establishes guidance, processes and procedures to ensure accurate accounting of current installations, units, and military aerospace vehicles.
- 2.1.4. Establishes guidance, processes and procedures for worldwide programming, assignment, transfer, distribution, accounting, and termination of Air Force aerospace vehicles.
- 2.1.5. Establishes direction to ensure the transfer and disposal of excess Air Force aircraft in accordance with DoD 4160.21-M, *Defense Materiel Disposition Manual*.
- 2.1.6. Following the completion of each President's Budget (PB) exercise, publishes the *US Air Force Aerospace Vehicles and Flying Hours* document (also known as the Force Structure Worksheets) and *USAF Program Installations, Units, and Priorities* report.

DEBORAH LEE JAMES
Secretary of the Air Force

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Directive 4120.15E, *Designating and Naming Military Aerospace Vehicles*, 29 November 2004

DoD 4160.21-M, *Defense Materiel Disposition Manual*, August 1997

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

DoD—Department of Defense

HQ—Headquarters

MDS—Mission Design Series

PB—President's Budget

RDS—Records Disposition Schedule

Terms

Aerospace Vehicle—Collective term for military aircraft, rockets, guided missiles, boosters, satellites, probes, airborne lasers, unmanned aerial vehicles (UAVs)/remotely piloted aircraft (RPAs), and UAV/RPA control segments used to launch, control, and recover UAVs/RPAs.

Installation—A grouping of facilities, located in the same vicinity, which support particular functions. Installations may be elements of a base (see Joint Pub 1-02). Installations are HQ USAF controlled.

Mission Design Series (MDS)—The official designation for aerospace vehicles used to represent a specific category of aerospace vehicles for operations, support, and documentation purposes.

Remotely Piloted Aircraft (RPA)—See Unmanned Aerial Vehicle.

Unmanned Aerial Vehicle (UAV)—A powered aerial vehicle that does not carry a human operator, uses aerodynamic forces to provide vehicle lift, can fly autonomously or is piloted

remotely, and can be expendable or recoverable. Ballistic or semi ballistic vehicles, cruise missiles, and artillery projectiles are not considered UAVs.